

Your Name

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Some Town, IN 46111
username@email.com

SUMMARY

Eleven years as a purchasing professional with supply chain expertise with a **strong track record of purchasing systems development, cost reduction, and contract negotiation**. Energetic self-starter with excellent analytical, organizational, and systems development skills. Seeking a purchasing role in a progressive, quality-oriented company where a strong record of MRP systems development and vendor management is needed.

Microsoft Word

Microsoft Outlook

Microsoft Axapta

Microsoft Excel

Vendor Negotiations

Database Maintenance

PC, Internet, Intranet Literate

ISO Auditing

Inventory Control

AREAS OF ACCOMPLISHMENT AND EXPERIENCE

ETS INC., Indianapolis, IN

2006 to 2009

Buyer/Planner

- Developed plans and procedures to effectively utilize Vendor Managed Inventory opportunities in a manufacturing facility. Coordinated new inventory reduction operation plan to react to changing economic conditions.
- Reduced overall inventories from \$12mm to \$8mm during 22 month period.
- Worked with the Sales Department to create a forecast based on trends and future expectations.
- Created and defined procedures for purchasing department to implement work processes that efficiently use the benefits of a newly implemented MRP system (Axapta).
- Purchased and negotiated supply agreements based on MRP requirements and measured key metrics of performance to ensure that cost goals were being attained.
- Initiated and managed cost reduction opportunities internally and externally while coordinating with engineering to identify and qualify cost effective alternate sources of supply.

Aircom Manufacturing, Inc., Indianapolis, IN

2000 to 2006

Plant Production Scheduler 2004-2006

- Sustained level production load in departments through asset allocation and material distribution.
- Conducted regularly audits to determine conformance to quality plans and ISO standards.
- Maintained proper records of company audit activities.
- Provided medical grade product to our sister company Medivative Technologies, LLC.
- Upheld minimum inventory levels to meet on time delivery through Just-In-Time principles.
- Purchased and negotiated supply agreements for various parts based on requirements and metrics.

Fabrication Production Scheduler 2000-2004

EDUCATION

B.S. Business Administration - West Virginia State College Institute, WV